

# **READVERTISEMENT**

\*see changes to education and experience

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**December 13, 2006**

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<b>TITLE:</b>	Nutrition Specialist
<b>POSITION NO:</b>	00706
<b>LOCATION:</b>	Human and Community Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	15
<b>STARTING SALARY:</b>	\$32,173 annually is entry-level salary
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 28, 2006.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** A resume is required at time of application.

35% travel is required, primarily in-state.

**TYPICAL DUTIES:** This position provides guidance and technical assistance for nutrition regulation to the statewide Child & Adult Care Food Program (CACFP) participants; provides professional consultation, leadership, guidance, technical assistance, and training statewide to CACFP daycare centers, sponsoring organizations, participants, and the general public. The work consists of analyzing, evaluating, monitoring; interprets Federal Regulations 7 CFR 226, State Policy and Regulations, and is involved with policy development, focusing on food, nutrition and meal planning for the statewide CACFP. Responsibilities include writing CACFP specific policy; monitoring daycare centers and sponsoring organizations for contract compliance and to ensure nutrition guidelines are implemented.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of nutritive value of individual foods and their application in health and disease prevention (functional foods); Federal regulation 7CFR 226; USDA policies for the operation of the CACFP; current nutrition practices for the pediatric and disabled adult population; child and adult education principles; fiscal and program management practices; food borne illness identification and prevention; planning nutrition programs and nutrition educational activities; food service management, purchasing, food storage, recipe management, food service supervision and child development, infant care and the feeding relationship.

**Skills:** Skill in making public presentations before large audiences and the media; technical writing, including desktop publishing, or the ability to learn those skills; establishing working relationships with diverse disciplines, people and agencies; decision making and implementation of administrative adjustments and effective negotiation, verbal and written communication.

**Abilities:** The ability to interpret and apply federal regulations to policy development; establish and maintain effective working relationships with local participants, peers, other agencies and the public; independently apply nutrition principles and concepts; guide nutrition activities of individuals and groups; create, develop and obtain program materials and train participants in their use; perform AD hoc reporting using computer programming skills; analyze, organize and interpret data for CACFP program planning; learn state licensing requirements for child care centers, family day care homes and adult day care centers; learn food safety and child health and safety standards.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in dietetics, OR Health and Human Development (Home Economics) degree, with an option in Food and Nutrition OR Family Science, Education, Child Development, Human Services, Social work or related field AND two years of experience in child nutrition or early childhood development. Equivalent combinations of education and experience will be considered. Prefer experience with CACFP or other USDA program and classroom/teaching or making large group presentations. Registered/licensed dietitian preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;and**
4. A resume is due at time of application.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employee's retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

